



CITY COMMISSION MEETING

DATE: Monday, April 22, 2024, 6:00 p.m.

LOCATION: City Hall - John Fuller Auditorium
451 Third Street NW
Winter Haven, FL 33881

1. **CALL TO ORDER** - Nathaniel J. Birdsong, Jr., Mayor

2. **ROLL CALL** - Vanessa Castillo, MMC, City Clerk

3. **INVOCATION** - Pastor Tim Clark, Haven Worship Center

4. **PLEDGE OF ALLEGIANCE** - Vanessa Castillo, MMC, City Clerk

5. **PRESENTATIONS**

5.A **"2024 Earth Day" Proclamation - Dustin W. Everitt, Natural Resources Division Director**

Staff Contact: Brittany Hart, Public Works Director, bhart@mywinterhaven.com

Proclamation

5.B **"First Responder Mental Health Awareness Day" Proclamation - Morgan Volpe, M.S., CTP, Mental Health Coordinator, Public Safety**

Staff Contact: Morgan Volpe, M.S., CTP, Mental Health Coordinator, mvolpe@mywinterhaven.com

Proclamation

5.C **"Mental Health Awareness Month" Proclamation - Morgan Volpe, M.S., CTP, Mental Health Coordinator, Public Safety**

Staff Contact: Morgan Volpe, M.S., CTP, Mental Health Coordinator, mvolpe@mywinterhaven.com

Proclamation

5.D **"Drinking Water Week" Proclamation - Steven Warder, Water Plants Manager and Damon Irvis, Water Plant Chief Operator**

Staff Contact: Gary M. Hubbard, Water Department Director, ghubbard@mywinterhaven.com

Proclamation

5.E **Annual Comprehensive Financial Report - 2023 Presentation of Audit Results**

Staff Contact: CJ Scott, Chief Financial Officer, cjscott@mywinterhaven.com

6. **DEVELOPMENTS OF NOTE**

7. **MINUTES**

8. **COMMENTS FROM THE AUDIENCE**

9. **ORDINANCE(S) - SECOND READING - PUBLIC HEARING**

9.A **O-24-20 - Voluntary annexation of 250 Cypress Gardens Boulevard**

Staff Contact: Heather Reuter, Senior Planner, hreuter@mywinterhaven.com

Summary - Ordinance O-24-20
O-24-20

10. **CONSENT AGENDA**

10.A **Acceptance of the Annual Comprehensive Financial Report (ACFR) and the Community Redevelopment Agency Report for the Year Ended September 30, 2023**

Staff Contact: CJ Scott, Chief Financial Officer, cjscott@mywinterhaven.com

Summary - Acceptance of the Annual Comprehensive Financial Report FY Ended Sept. 30, 2023
City of Winter Haven ACFR FY2023
2023 Financial Statements - Winter Haven CRA

10.B **Library Board Appointments**

Staff Contact: Jane Martin, City Librarian, jmartin@mywinterhaven.com

Summary - Library Advisory Board Reappointments
Board Reappointment Letter - Judy Joiner
Board Reappointment Letter - Sara Hanks
Letter of Recommendation from Library Advisory Board

10.C **First Amendment to Southwest Florida Water Management District (SWFWMD) Q176 Grant Agreement**

Staff Contact: Gary M. Hubbard, Water Department Director, ghubbard@mywinterhaven.com

Summary - First Amendment to Southwest Florida Water Management District (SWFWMD) Q176 grant
SWFWMD Q176 Grant, Amendment #1

10.D **Amendment to Cypresswood Water Treatment Plant, design, permitting and construction services for production/monitoring wells (RFQ-19-21)**

Staff Contact: Gary M. Hubbard, Water Department Director, ghubbard@mywinterhaven.com

Summary - Amendment to Cypresswood Water Treatment Plant, Wright Pierce
Wright-Pierce, Cypresswood WTP, Amendment (Production Wells)

10.E **Amendment to Pollard Road Water Production Facility, design, permitting and construction services for production/monitoring wells (RFQ-21-34)**

Staff Contact: Gary M. Hubbard, Water Department Director, ghubbard@mywinterhaven.com

Summary - Amendment to Pollard Road Water Production Facility, design, permitting and construction services
Atkins North America Inc. Pollard Rd. WPF Amendment (production wells)

10.F **Police Department Roof Replacement**

Staff Contact: David Brannan, Chief of Police, dbrannan@mywinterhaven.com

Summary - Police Department Roof Replacement
WCM Construction & Roofing, LLC estimate

10.G Agreement for Transfer of Public Roads - Coon Lake Road

Staff Contact: Eric Labbe, Director of Economic Opportunity & Community Investment,
elabbe@mywinterhaven.com

Summary - Agreement for Transfer of Public Road
Agreement for Transfer of Public Roads

10.H Authorization for transfer of City-owned parcel to the Florida Department of Transportation (FDOT)

Staff Contact: Eric Labbe, Director of Economic Opportunity & Community Investment,
elabbe@mywinterhaven.com

Summary - Authorization for transfer of City owned parcel to FDOT

11. RESOLUTION(S)

11.A R-24-22 - Approving a Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement for the Design of the Avenue C SE from 1st Street S to 6th Street SE

Staff Contact: Brittany Hart, Public Works Director, bhart@mywinterhaven.com

Summary - Resolution R-24-22
Resolution R-24-22
LAP Agreement 448431-1-38-01

11.B R-24-23 - Request by Lennar Homes, LLC to release the subdivision Performance Bond and confirming acceptance of improvements, infrastructure, and dedications in favor of the Public/City of Winter Haven for the eastern half of the Peace Creek Reserve Subdivision

Staff Contact: Chris Young, Senior Planner, cyoung@mywinterhaven.com

Summary - Resolution R-24-23
R-24-23

12. ORDINANCE(S) - FIRST READING

12.A O-24-18 - Request by Blue Sky Communities to rezone a portion of a parcel from Single Family Residential- Small Lot (R-2) zoning district to Multi-Family Residential- Low Density (R-3) zoning district

Staff Contact: Heather Reuter, Senior Planner, hreuter@mywinterhaven.com

Summary - Ordinance O-24-18
O-24-18

12.B O-24-19 - PUBLIC HEARING - Administrative request to amend the Sanitary Sewer Sub-element of the 2035 Winter Haven Comprehensive Plan, by adding goals, objectives, and policies relating to septic to sewer conversions

Staff Contact: Sean Byers, Planning Manager, sbyers@mywinterhaven.com

Summary - O-24-19
O-24-19

12.C O-24-24 - Ordinance Amending Ordinance O-23-54 appropriating funds for the fiscal year ending September 30, 2024

Staff Contact: CJ Scott, Chief Financial Officer, cjscott@mywinterhaven.com

Summary - O-24-24
O-24-24

- 13. NEW BUSINESS
- 14. CITY COMMISSIONERS/LIAISON REPORTS
- 15. CITY ATTORNEY REPORT
- 16. CITY MANAGER REPORT
 - 16.A Second Commission Meeting in May, 2024
Staff Contact: T. Michael Stavres, City Manager, mstavres@mywinterhaven.com
 - 16.B Grant & Aid Application recap
Staff Contact: T. Michael Stavres, City Manager, mstavres@mywinterhaven.com
- 17. DEPUTY CITY MANAGER REPORT
- 18. CITY CLERK REPORT
- 19. EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA
- 20. ADJOURNMENT

If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven, Florida 33881, in writing, not later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.